

Application for
RECORDS DISPOSITION STANDARD

1. Application Date 4-28-72		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed MAY 17 1972 133 MAY 26 1972	
2. Agency Application No.		3. AGENCY, Division, Subdivision & Administering Office Address Georgia Forestry Commission P. O. Box 819 Macon, Georgia 31202		4. Person to Contact George Bishop 912	
				5. Working Title Chief, Forest Adm.	
				6. Tel. No. 746-3531	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Inclusive Dates 1965-1971		9. EXACT SERIES TITLE Fire Report Files			
10. What function performed resulted in creation of this series The Forestry Commission conducts a fire prevention program, which includes the maintenance of equipment, personnel and installations to detect, prevent, and combat uncontrolled forest fires.					
11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any This series is a record of uncontrolled fires which have occurred in the state on each day during the calendar year. These are held for reference purposes and are used for special research projects and statistical studies. This series is made up of one form, Form FC-2, one of which is attached. These are filed by calendar year, by district, by forestry unit. This form includes information such as location, cause, date, and time of fire. It also includes the person or persons suspected of causing the fire and evidence showing this.					
12.					
EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers		28	42	4 6	
Legal-size File Drawers				In Office(s) In Storage Area(s) 7	
				By Annual Accumulation	
				This Year's Last Year's Preceding Year's All Prior Years'	
				AVERAGE DAILY REFERENCES	
				once a week once a week once a week once a month	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

13. Is this the Record Copy of the series? YES ☒ []
14. Is there a duplication of this series in another office or agency? [] ☒ xkx
15. Is the information contained in this series ever summarized or published? ☒ KX []
16. Does the series contain classified information requiring security handling? [] ☒ KX
17. Does the series document policies and procedures of agency's operation or function? [] ☒ KX
18. Could the function be performed if the files were lost or destroyed? [] []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☒ KX []
20. Does the record series provide data as input to an EDP file? ☒ KX []
21. Does the record series contain documentation produced as EDP printout? [] ☒ KX
22. Is the series affected by Federal or grant funds? ☒ KX []
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ KX []

24. REQUIREMENTS. The following requires the files to be kept permanent years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☒ CALENDAR YEAR - ☐ FISCAL YEAR - ☐ OTHER, then:

- A. ☐ Destroy immediately after cut off.
B. ☐ Hold in current files area _____ month(s)/_____ year(s), then:
1 ☐ Destroy.
2 ☐ Transfer to records center; hold _____ year(s), then:
a ☐ Destroy.
b ☐ Transfer historical material to Archives; destroy remainder.
3 ☐ Destroy after audit (or _____ year(s) after audit).
C. ☐ Hold in current files area indefinitely.
D. ☒ Hold in current files area 3 year(s), then transfer to Archives permanently.
E. ☐ Other

(Indicate briefly rationale for recommendations above/or write additional remarks):

Forestry Commission copy is Permanent. Field Unit Office copy is to be held 3 years.

(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)

26. Inventory taken by <i>Joe Cowart</i>	Recommendations prepared by <i>Joe Cowart</i>	Approved for Division <i>Henry M. [unclear]</i>	Records Management Office <i>Henry M. [unclear]</i>	Date <i>4-18-72</i>
Recommendations in Paragraph 25 are:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Head of Agency <i>R. Shirley</i>		Date <i>4-28-72</i>
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Deputy Head of Agency <i>William W. [unclear]</i>	Dept. of Audits	Date <i>5-18-72</i>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Secretary of State <i>Carroll West</i>		Date <i>5-17-72</i>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Deputy Secretary of State <i>Robert [unclear]</i>	Dept. of Law	Date <i>5-22-72</i>